

Administrative Grievance System

- ADR may be used before informal grievance is filed. Grievance time lines may be extended at any point by mutual agreement.

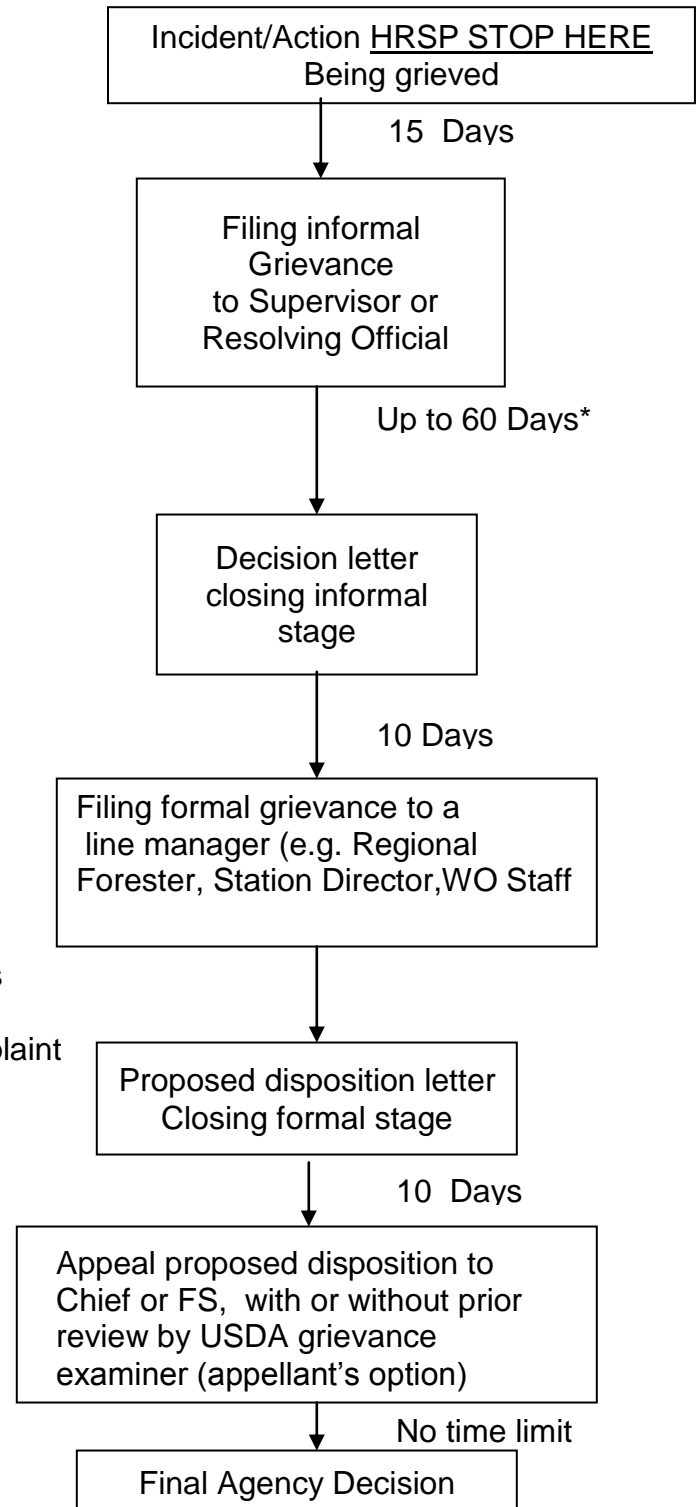
- ADR may be used during informal stage to resolve grievance issues.

* Under AGS agency has up to 90 calendar days to complete both informal and formal stages. Extension of time lines available by mutual agreement.

- ADR may be used during formal stage to resolve grievance issues

ADR may be used during the appellate stage of the grievance process up to whenever a final agency decision is issued

Up to 90 Days
From filing of
Informal complaint



**FOREST SERVICE
ADMINISTRATIVE GRIEVANCE SYSTEM**

INFORMAL STAGE

Date of event -or- Employee awareness (within 15 days)

Employee presents informal grievance to supervisor/manager

- 1) Oral or in writing
- 2) Grievance issue(s)
- 3) Relief requested

Supervisor/Manager responds to employee

- 1) In writing
- 2) Addresses resolution and relief
- 3) Grieve to Regional Forester (Formal)

FORMAL STAGE

(IF NOT RESOLVED)

Employee files Grievance to Regional Forester (within 10 days)

- 1) In writing
- 2) Grievance issue(s)
- 3) Personal relief requested
- 4) Signed by grievant/representative

(AGENCY REJECTS)

RO issues formal letter to employee/representative

- 1) In writing (state reason(s))
- 2) May appeal (w/in 10 days receipt of letter) to:
Director, Employee Complaints & Adjudication Division (ECAD)
Rm 1336 So. Bldg, 14th & Independence Ave. S.W.
Washington DC 20250

(AGENCY ACCEPTS)

RO obtains facts to adjudicate matter. If not resolved, issues Proposed Disposition to employee or representative. Region has 90 days from the date of the Informal Grievance to issue a Proposed Disposition. If the 90 days expires then Grievance is elevated to the Director, Employee Complaints and Adjudication Division (ECAD), OPM, USDA.

- 1) In writing (state reason(s))
- 2) Right to request Final Decision by Chief of Forest Service (not less than 10 days) with/without referral to Dept. Grievance Examiner (GE). Without referral RO sends grievance package to WO + copy to employee and Chief of Forest Service makes the final decision. If referred to USDA, GE, then 2 copies are sent to WO and 1 copy to grievant.

If GE is requested then GE recommends decision to Chief of Forest Service

- 1) Adopt GE recommendation or grant more relief than GE.
- 2) Requests reconsideration if GE recommendation is contrary to law, rule, regulation, or published policy; supported by less than substantiated evidence; or is of such wide and detrimental impact that further review is warranted. (See Amendment No. 225 dated 5/26/93 of DPM Ch 771.)